

## St Denys Community Centre Volunteer Role Description

<b>Volunteer Role</b>	Events Coordinator
<b>Number of volunteers needed</b>	1
<b>Hours per week:</b>	<b>(or) Hours per month:</b> 5 hours
<b>When is the role required:</b> Ad hoc, more supported needed around the time of events	
<b>What does the role involve?</b> <ul style="list-style-type: none"> <li>• Design, plan and deliver community events</li> <li>• Promote events to local people</li> <li>• Responsible for communications in support of events, and assists with development of new opportunities to build community awareness.</li> <li>• Working alongside Committee, to meet health and safety standards for all events</li> </ul>	
<b>Skills required:</b> Ideally a Events Coordinator is someone who: <ul style="list-style-type: none"> <li>• is well organised</li> <li>• can communicate effectively and has good interpersonal skills</li> <li>• is positive and enthusiastic</li> <li>• has a creative eye</li> </ul>	
<b>Is a CRB required: Yes</b>	